



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 3.2.8	Subject: <b>FACILITY LOCKDOWN</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 2
Section 2: Safety and Emergency Procedures	Effective Date: June 1, 2002
Signature: /s/ Mike Ferriter, Director	Revised: 01/03/12

## **I. POLICY**

It is the policy of the Department of Corrections to establish processes for securing offenders in a facility lockdown to limit offender movement and activity in order to contain an emergency.

## **II. APPLICABILITY**

Department-owned and contracted secure facilities and programs, as specified in contract.

## **III. DEFINITIONS**

Incident Commander (IC) – The individual with overall authority and responsibility for conducting all incident activities and managing all operations at the incident site.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. Each facility will develop operational procedures for total and partial facility lockdowns consistent with the guidelines established within this policy and related Department policies including [DOC Policy 3.2.1\(A\)](#), [Emergency Operations Plan](#).
2. Total facility lockdowns consist of securing all entry and exit doors and offenders in cells or designated staging areas and completing a count of staff, visitors, and offenders; a total facility lockdown may be authorized by the facility administrator or incident commander (IC).
3. Partial facility lockdowns consist of securing entry and exit doors and a portion of offenders in cells or designated staging areas, and completing a count of staff, visitors, and offenders; a partial facility lockdown may be authorized by the facility administrator, IC, or designee.
4. A total or partial facility lockdown may be authorized in order to accomplish any of the following:
  - a. isolate an incident;
  - b. prevent injury to offenders, staff, or visitors;
  - c. prevent or limit property damage;
  - d. ensure the continued orderly operation of a facility; or
  - e. preserve a crime scene.
5. When a total facility lockdown extending over 24 hours occurs, the following information needs to be relayed to the Department duty officer:
  - a. estimated duration of the lockdown; and
  - b. plan of action to resolve the incident that caused the lockdown.

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6. During an extended lockdown, each facility will develop procedures to track basic human needs for each offender involved in the lockdown including, but not limited to, meals, showers, linen exchange, and medical attention.
7. Each facility will determine if increased supervisory ratios during a lockdown status are necessary.
8. All staff involved with a total or partial facility lockdown will file incident reports.

**B. Responsibilities of the Incident Commander**

1. Responsibilities of the IC, or designee, during a facility lockdown include:
  - a. in the event of a total facility lockdown over 24 hours in duration, ensure a daily walk-through of each housing unit is conducted by a shift supervisor or higher authority, when possible;
  - b. develop an action plan to include lockdown conditions;
  - c. brief staff daily;
  - d. ensure offenders receive information concerning modifications to their normal living conditions;
  - e. establish a list of available staff and/or authorized offenders to perform necessary tasks; and
  - f. determine the frequency and type of searches to be conducted for the duration of the lockdown.

**V. CLOSING**

Questions concerning this policy should be directed to the Department Emergency Preparedness Planning Manager.

**VI. REFERENCES**

- A. [2-15-112, MCA](#); [53-1-203, MCA](#)
- B. [DOC Policy 3.2.1\(A\), Emergency Operations Plan](#)

**VII. ATTACHMENTS**

None